Clallam Transit System
830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

MAINTENANCE CLERK

RECRUITMENT ANNOUNCEMENT NO. MC-022018

POSITION OVERVIEW

Located in Port Angeles, Washington and under the direction of the Maintenance Office Manager; the Maintenance Clerk performs a variety of routine clerical, reception, and office support functions. This position follows established procedures and refers unusual cases to the appropriate supervisor. This position is in the bargaining unit and represented by the Amalgamated Transit Union (ATU) Local 587.

RECRUITMENT PERIOD

February 8, 2018 through February 20, 2018.

REQUIRED QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.

AND

- Two (2) years of general office experience.
- Two (2) years of providing customer service to internal and external customers.

Licensures/Certifications

- Valid Washington State Driver's License; or ability to obtain a Washington State Driver's License.

Knowledge of/Competencies

- Ability to perform all of the functions of the position with or without accommodation.
- Standard office procedures.
- Excellent customer service skills.
- Learns rapidly and quickly the activities, policies, and procedures of CTS.
- Proficient in use of technology and MS Office Suite applications.
- Performs duties under direct supervision and in accordance with established procedures.
- Self-motivated and ability to effectively multi-task.
- Conducts duties professionally and with the highest ethical standards and exercises discretion of confidential information.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel and the public this position comes in contact with.
- Understands and accepts the position as professional in nature.
- Follows safe work practices and identifies occupational hazards.

DESIRED QUALIFICATIONS

- Public sector experience.
- Transit and maintenance office support experience.
- Fleet-Net software experience.
- Payroll/accounting experience.

COMPENSATION

Hourly Wages: **$18.45 – $23.06**

BENEFITS

CTS affords its eligible employees a very generous benefits package, including a substantial healthcare benefits package (administered through the Public Employees Benefits Board [PEBB]) consisting of:

- **100% employer-paid medical** premiums for employee, with coverage available for qualifying dependents through employee-paid premiums.
- **100% employer-paid dental** premiums for employee; with coverage available for qualifying dependents through employee-paid premiums.
- **Basic life** and **long-term disability insurances** with option to purchase additional coverages.

Plus these additional benefits:

- Enrollment in **Public Employee Retirement System** (PERS) with employer and employee contributions.
- **CTS Supplemental Post-Employment Healthcare Benefit Program.**
- **General Leave** accruals.
- **Washington Sick Leave** accruals.
- **10 paid holidays** plus **8 hours annual personal holiday** leave.
- **$200/$400 CTS Wellness Program** annual reimbursement for employee/family.
- **$75 sunglasses** expense annual reimbursement (after one year from hire date).
- Tax-free **CTS bus passes** for employee and qualifying dependents.
- Extensive **employee recognition program.**
- If medical coverage is waived, monthly employer **VEBA contributions of** up to $300/month.
- Optional enrollment in a **flexible savings account** (Section 125) and **dependent care assistance** with pretax earnings.
- Optional enrollment in **employer-sponsored 457 deferred compensation plan** with pretax earnings.

***Please note compensation and benefits subject to change upon ratification and approval of a new labor agreement.*

APPLICATION AND SELECTION PROCESS

Please visit our website at http://clallamtransit.com/About-Us/Employment-Opportunities to review the complete position description and to obtain the required application documents to be submitted for consideration. A complete application packet for this position will include the following and can be emailed to jobs@clallamtransit.com:

- *Cover Letter*
- *CTS Employment Application*
- *Resume (including valid email address)*
- *Supplemental Questionnaire*

NOTE: Communications regarding your application status will be primarily through email so be sure to check your email often. Upon review of your information, you will be contacted with a status update (via email). However, due to the large volume of applicants, please refrain from contacting CTS regarding your application status and understand that you will be contacted once information becomes available to share with you. Your patience is appreciated!

Applicants must meet the minimum qualifications and submit the required documents in order to be considered for this position. After initial screening of applicants for the required qualifications, the selection process may include employment testing, in-person interviews, and a complete background check. Thank you for your interest!

Clallam Transit System is an Equal Opportunity Employer.

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MAINTENANCE CLERK SUPPLEMENTAL QUESTIONNAIRE

MC – 022018

APPLICANT NAME (last name, first name – please print) _____ **DATE** _____

Please fully answer the following questions. You may provide your responses on this questionnaire or under separate cover.

1. Please specifically describe your work providing routine clerical, reception, and office support and number of years of experience in each area.

2. Please describe any experience- entering employee labor hours into a payroll system, daily balancing of employee hours, and reconciling exceptions. Include how many employees you were responsible for.

3. Please describe any experience receiving inventory and entering data in a computerized tracking system.

4. Please describe any experience working with a computerized maintenance management system (CMMS). Include experience specifically related to entering maintenance repair orders and supporting labor hours.